



REAVIS HIGH SCHOOL DISTRICT 220
BURBANK, ILLINOIS

VACANCY NOTICE
2018-2019 SCHOOL YEAR

Posting Date: November 26, 2018

Position: Business and Finance Coordinator

Reports to: Chief School Business Official or Designee

Qualifications:

- Degree / Certification in Human Relations and/or Finance preferred
- At least five years successful experience in a school environment
- Alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable
- Proficiency in computer skills (word processing, spreadsheet and database knowledge are required) and basic office procedures
- Strong interpersonal skills and a demonstrated ability to work successfully with students and adults
- Assumes responsibility for processing payroll
- Monitors employee benefits (vacations, compensatory time, sick days, travel requests, insurance claims)
- Assists with the payment of bills
- Maintains the general student accounts ledger
- Oversees petty cash
- Assumes responsibility for daily cash deposits and bank reconciliation
- Completes monthly and annual required financial reports
- Serves as the primary point of contact for other governmental agencies; i.e., TRS, IMRF, Township School Treasurer
- Performs such other duties and assume other responsibilities as assigned

Salary: Salary commensurate with experience

Starting Date: TBD

Closing Date: December 14, 2018

Letters of interest should be submitted to:

Dr. Daniel Riordan
Superintendent
Reavis High School
6034 W. 77th St.
Burbank, IL 60459
riordan@d220.org